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ABSTRACT

This document presents one of three elementary school level career handbooks designed to complement the existing middle school and high school handbooks and to meet the career goals developed by the Oregon Department of Education. This pre-kindergarten handbook is intended as a tool for teachers to use in meeting the career education goals of their students, and for schools to use in developing a team approach to career education and awareness that involves a career education coordinator, counselors, teachers, parents, and other staff personnel. The handbook is divided into three sections. Section I contains an introduction to career education and background information on career education in pre-kindergarten. Section II lists five pre-kindergarten goals which will help students to: (1) identify and develop attitudes about the world of work; (2) acquire knowledge about the world of work; (3) identify their individuality and continue to develop a relationship with occupational roles; (4) develop skills in decision making, communicating, and creating as related to the world of work; and (5) develop physical and mental skills related to occupational roles. Activities and worksheets to use in meeting these goals are included. Section III contains information on resources, including a 16-page annotated recommended buying list, a 4-page audiovisual resource list, and guidelines for requesting career education field trip funds. (NB)

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ELEMENTARY SCHOOL Pre-K
CAREER GUIDANCE

ED276961

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CG 019378

USER'S HANDBOOK

PORTLAND PUBLIC SCHOOLS
CAREER AND VOCATIONAL
GUIDANCE PROJECT 1986

BEST COPY AVAILABLE

TABLE OF CONTENTS

Letter to Users
Acknowledgements
Steering Committee

Section I: INTRODUCTION

Contains an introduction to Career Education providing background information on Career Education in Pre-Kindergarten.

Section II: STUDENT ACTIVITIES

Contains lesson plans that attempt to provide activities for the young child that compliment the State Career Education goals. Young children should experience developmental hands-on activities such as role playing and dress up to provide them with an awareness of their place in the family and school.

Lastly, the committee has attempted to make the lesson plans clear and acceptable for the Pre-Kindergarten teacher. It is hopeful that these resource materials meet the needs of the user's.

Pre-K Activities (Goals on Pink)

Goal 1 - Students will identify and develop attitudes about the world of work; 1 activity.

Goal 2 - Students will acquire knowledge about the world of work; 2 activities.

Goal 3 - Students will identify their individuality and continue to develop a relationship with occupational roles; 1 activity.

Goal 4 - Students will develop skills in decision making, communicating, and creating as related to the world of work; 1 activity.

Goal 5 - Students will develop physical and mental skills related to occupational roles; 1 activity.

Section III:

Recommended Buying List
AV Resource List
Field Trip Funds

PORTLAND PUBLIC SCHOOLS
CAREER & VOCATIONAL EDUCATIONAL DEPARTMENT
Project Office — Madison High School
2735 N.E. 82nd Avenue / Portland, Oregon 97220
Phone: 280-5220, Ext. 65

Warren C. Rathbun
Supervisor
Darrell Tucker
Specialist
Cathy Williams
Project Coordinator

October 1986

To: Users of this handbook

From: Improving Career and Vocational Guidance Project

The Portland Public Schools has created a Career Handbook for use in grades Pre-K through 5 to compliment the existing middle school and high school handbooks. This handbook is the result of a committee of Career Education coordinators, teachers, and counselors who reviewed materials from many sources. It is designed to meet the career goals developed by the State of Oregon Department of Education. It is hoped that this handbook will serve as a tool for teachers to meet the career education goals for each student. The lessons and activities can be fused into many areas of the curriculum. It provides hands-on activities and lesson plans for each level of instruction.

A K-5 matrix is provided, suggesting an activity for each month of the school year. A suggested buying list and AV list has also been provided.

It is hoped your building can use this handbook to further develop a team approach to career education/awareness that includes the Career Education coordinator, counselor, teacher, parent, and other identified staff personnel.

If you have any questions as you use these resources, please feel free to call Cathy Williams, 280-5220, ext. 65, for assistance.

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ACKNOWLEDGEMENTS

WORKSHOP PARTICIPANTS - 1986

Abernethy	Rosalie Mutch	
Atkinson	Rose Bloom	
Maplewood	Emma Jean Macon	
Sabin	Rose Mary Price	
Scott	Jim McGee	
Whitman	Daphne Faulk	
Madison High School	Cathy Williams	Project Coordinator
Markham Middle School	Sande Ferrell	Assistant Coordinator

Activities selected from the following materials:

. Project Career Education - Activities for Grades K-6
. O.D.E. Career Awareness Exploration Curriculum Kit

CAREER GUIDANCE AND COUNSELING
STEERING COMMITTEE

NAME	POSITION
1. Carlos Taylor	D.O.I. - Lincoln Cluster
2. Leodis McDaniel	Principal - Madison
3. John Cover	Vice Principal - Lincoln
4. Audrey Haynes	Vice Principal - Franklin
5. Pat Burk	Principal - Ockley Green M.S.
6. Ken Waite	Principal - Mt. Tabor M.S.
7. Paul Smith	Principal - Beaumont M.S.
8. Jack Ubik	Principal - Fernwood M.S.
9. Lynn Budfeldt	MS Career Ed. Coordinator - Whitaker
10. Dave Lindstrom	Principal - Peninsula (K-8)
11. Tom Pickett	Principal - John James (K-8)
12. Dave Anderson	Counselor - Cleveland
13. Char Buffetta	Counselor - Grant
14. Jean White	Counselor - Wilson
15. Paul Clare	Counselor - Ockley Green M.S.
16. Judy Boughton	Counselor - West Sylvan M.S.
17. Annie Painter	Counselor - Binnsmead M.S.
18. Penny Holeman	Special Ed. Rep. - Wilson/Roosevelt/Jefferson
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AN INTRODUCTION

This handbook is designed as a readily available resource for personnel to use while providing a Career Education/Development Program to students in the middle grades.

Section I contains an Introduction to Career Education, providing background information on Career Education in grades K-10.

Section II contains a suggested matrix, student activities, worksheets, and handouts.

In order to aid counselors, teachers, and coordinators in yearly goal setting, a suggested matrix has been provided. Although its use is optional, it is hoped that students would have the opportunity to experience eight to twelve formal career activities a year.

Section III contains a recommended list of the resource materials that are available through central ordering by contacting Cathy Williams at Madison High School.

Lastly, the committee has attempted to convey vital information to users by providing a consistent lesson plan format with clear instructions. It is hopeful the book works well by meeting the user's needs.

CAREER EDUCATION IS . . .

Career education is a developmental process which is designed to help all individuals prepare for their life roles: learner, producer, citizen, consumer, individual, and family member. Career education enables students to examine their abilities, interest, and aptitudes; relate them to career opportunities; and make valid decisions regarding further education and/or work.

Career education becomes a part of all levels of education from pre-Kindergarten through adult life. Pre-Kindergarten through grade 5 will provide an awareness of the world of work and an understanding of the value of work to the individual and family.

Career education is not a separate course in the school curriculum, nor an isolated activity; it is a combined effort of school and community. It is a current, on-going activity-oriented process incorporated through the curriculum, designed to help the individual develop the skills and knowledge for effective participation in all life roles.

THE OUTCOMES LISTED BELOW ARE THE MINIMAL EXPECTANCIES FOR PRE-KINDERGARTEN

By the end of Pre-Kindergarten, the student will

A. Be aware of other people and their feelings.
B. Begin to identify workers in the community.

CAREER GUIDANCE ACTIVITIES

PROGRAM GOAL 1

PRE-KINDERGARTEN

STUDENTS WILL IDENTIFY AND DEVELOP ATTITUDES ABOUT THE WORLD OF WORK.

Suggested Activity Pre-K:

PK-1.1 - My Pet

CAREER GUIDANCE ACTIVITY

TITLE: My Pet

GRADE LEVEL: Pre-Kindergarten

OBJECTIVES OF ACTIVITIES: To share the tasks involved with caring for a pet.
To draw a picture of their pet.

TIME: Sixty minutes

MATERIALS: Paper, crayons

PROCEDURES:

1. The teacher may begin this lesson by showing a movie (The Family Chooses A Pet, B00988). The teacher will ask the students about caring for a pet.

   Questions

   a. Do you have a pet?
   b. Do you feed your pet?
   c. Where does your pet live?
   d. Some pets live in a cage and the cage needs to be cleaned out often. Do you help?
   e. Do you play with your pet?

2. The students will draw a picture of their pet. If a student does not have a pet, they could draw a picture of a pet they might like to own.

3. Put illustrations on bulletin board.

CAREER GUIDANCE ACTIVITIES

PROGRAM GOAL 2

PRE-KINDERGARTEN

STUDENTS WILL ACQUIRE KNOWLEDGE ABOUT THE WORLD OF WORK.

Suggested Activity Pre-K:

PK-2.1 - Which hats do you wear?

CAREER GUIDANCE ACTIVITY

TITLE: Which Hats Do You Wear?

GRADE LEVEL: Pre-Kindergarten

OBJECTIVES OF ACTIVITIES: To make a hat that goes with an occupation.

TIME: Sixty minutes

MATERIALS: Several hats: firefighter, construction worker, nurse; crayons, dittos of hats

PROCEDURES:

1. Introduce this lesson with a movie about hats (The Hat, A02250).
2. Have several hats to show to students from a variety of occupations.
3. Ask the students how we identify workers by their hats.

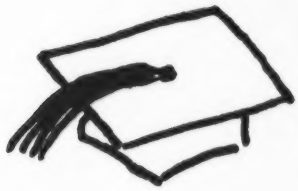
   Questions

   a. How can we tell a person is a firefighter?
   b. How can we tell a person works in a hospital?

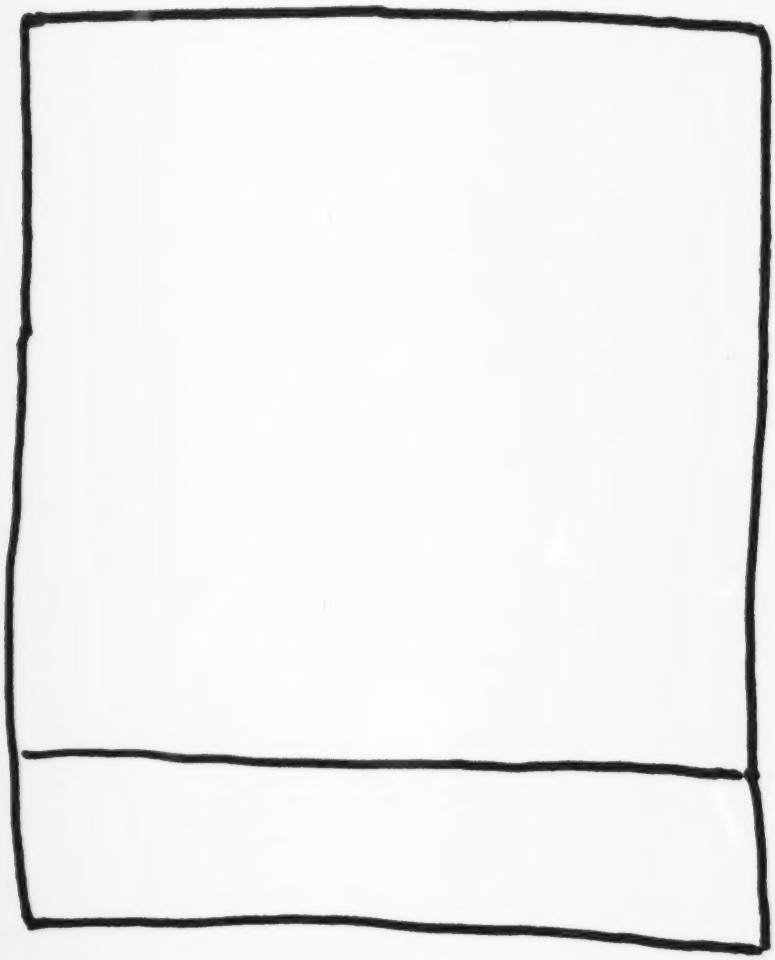
4. Display hats in room.

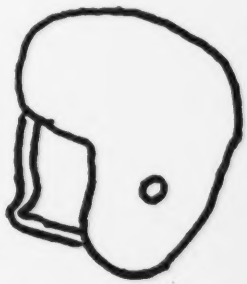
FIRE FIGHTER

CHEF



MY HAT





CAREER GUIDANCE ACTIVITIES

PROGRAM GOAL 3

PRE-KINDERGARTEN

STUDENTS WILL IDENTIFY THEIR INDIVIDUALITY AND
CONTINUE TO DEVELOP A RELATIONSHIP WITH OCCUPATIONAL ROLES.

Suggested Activity Pre-K:

PK-3.1 - My Day at Home and at School

CAREER VOCATIONAL TECHNICAL EDUCATION

PK-3.1

CAREER GUIDANCE ACTIVITY

TITLE: My Day at Home and at School

GRADE LEVEL: Pre-Kindergarten

OBJECTIVES OF ACTIVITIES: To draw pictures of an activity done at home and an activity done at school. The student will do the illustrations on a folded sheet of primary story paper or on attached form.

TIME: Sixty minutes

MATERIALS: Paper, crayons

PROCEDURES:

1. Talk about the activities students do at home and the activities they do at school.

   Questions

   a. What can you do at school?
      1) I can meet new friends.
      2) I can learn to play new games.

   b. What can you do at home?
      1) I can play with my brother.
      2) I can watch T.V.

2. Students draw their pictures on a folded sheet of primary story paper or on the attached form.

MY DAY AT HOME

MY DAY AT SCHOOL

CAREER GUIDANCE ACTIVITIES

PROGRAM GOAL 4

PRE-KINDERGARTEN

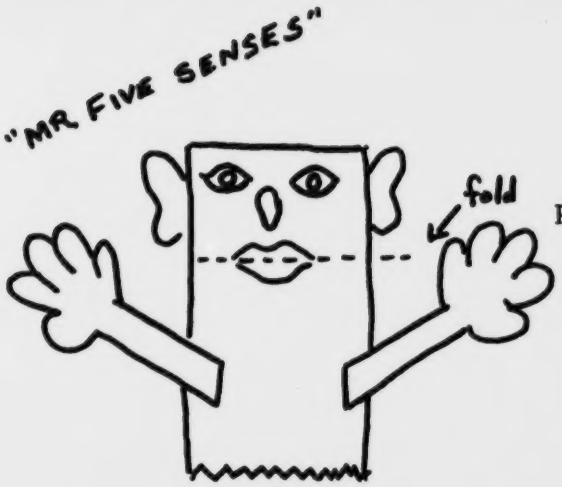
STUDENTS WILL DEVELOP SKILLS IN DECISION MAKING, COMMUNICATING AND CREATING, AS RELATED TO THE WORLD OF WORK.

Suggested Activity Pre-K:

PK-4.1 - Mr. Five Senses

CAREER VOCATIONAL TECHNICAL EDUCATION

PORTLAND PUBLIC SCHOOLS



PK-4.1.1

CAREER GUIDANCE ACTIVITY

TITLE: Mr. Five Senses

GRADE LEVEL: Pre-Kindergarten

OBJECTIVES OF ACTIVITIES: To make a sack puppet illustrating the five senses.

TIME: Sixty minutes

MATERIALS: Felt pen; sheet of tag board; colored paper - yellow, purple, orange, red, blue, green; paper lunch bag (1 per student)

PROCEDURES:

1. Introduce this lesson by showing a move (A00940, Me and My Senses; B04910, Our Wonderful Senses).
2. Use the chart with the five statements about the five senses.
3. Ask the students to point to their eyes, ears, nose, fingers and mouth.
4. Students should be ready to make their sack puppets.
5. Use the following steps:

   a. Get a sack.

   b. Cut out mouth and lips (red). Paste on sack.

   c. Cut out arms (green) and hands (blue).

   d. Paste hands to arms and paste arms to sack.

   e. Cut out nose (orange). Paste on sack.

   f. Cut out eyes (purple). Paste on sack.

   g. Cut out ears (yellow). Paste on sack.

   h. Label with felt pen - Mr. 5 Senses.

Mr. Five Senses

I can see. Can you?

I can hear. Can you?

I can smell. Can you?

I can taste. Can you?

I can touch. Can you?

CAREER GUIDANCE ACTIVITIES

PROGRAM GOAL 5

PRE-KINDERGARTEN

STUDENTS WILL DEVELOP PHYSICAL AND
MENTAL SKILLS RELATED TO OCCUPATIONAL ROLES

Suggested Activity Pre-K:

PK-5.1 - My Tool Box

CAREER GUIDANCE ACTIVITY

TITLE: My Tool Box

GRADE LEVEL: Pre-Kindergarten

OBJECTIVES OF ACTIVITIES: To identify and color tools belonging to an occupation.

TIME: Sixty minutes

MATERIALS: Paper, crayons, dittos of tools

PROCEDURES:

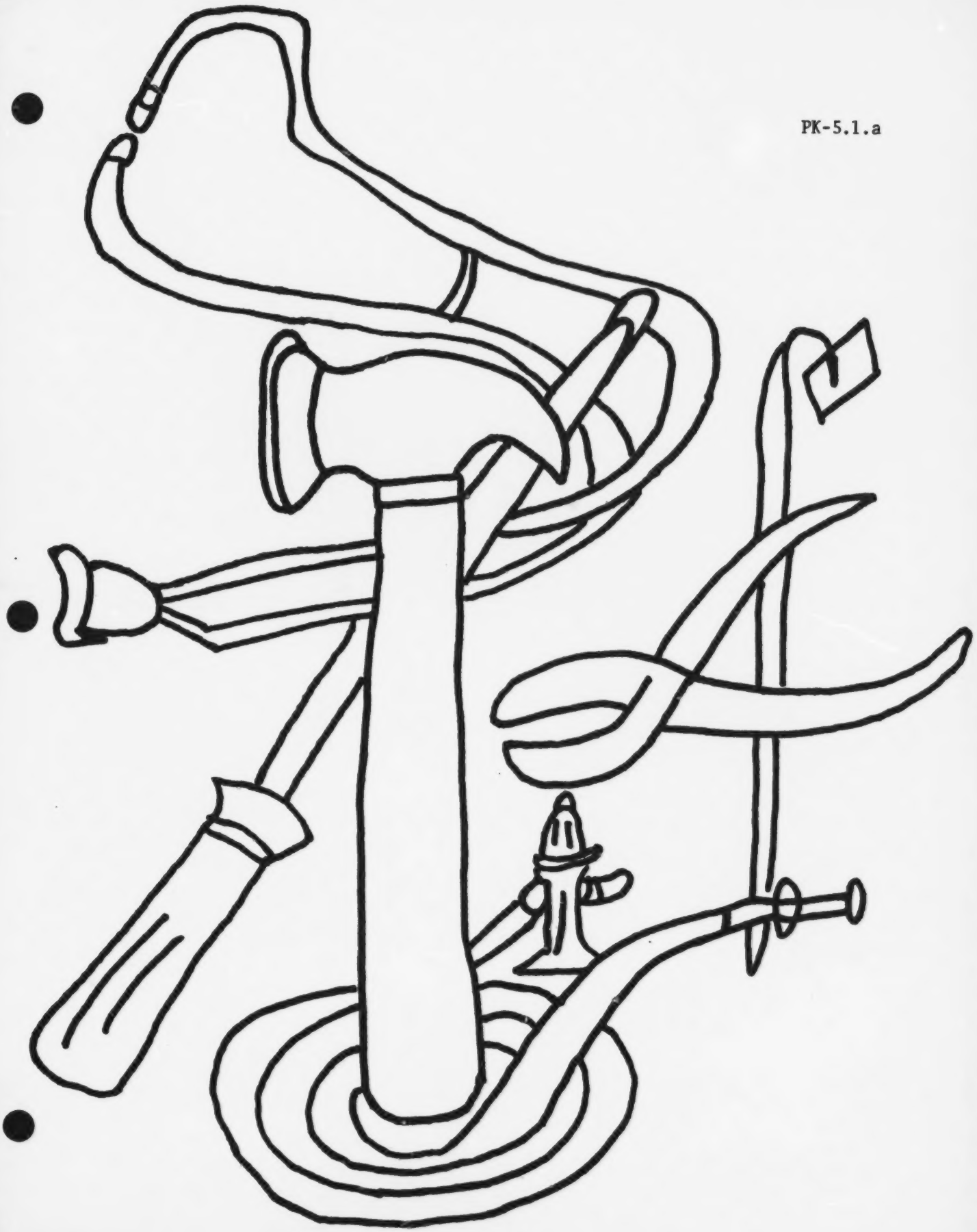
1. Begin this lesson by showing a movie (Toolbox Ballet, A01443).
2. Have some tools to show the students.
3. Ask the students how the tools could be used in each occupation.

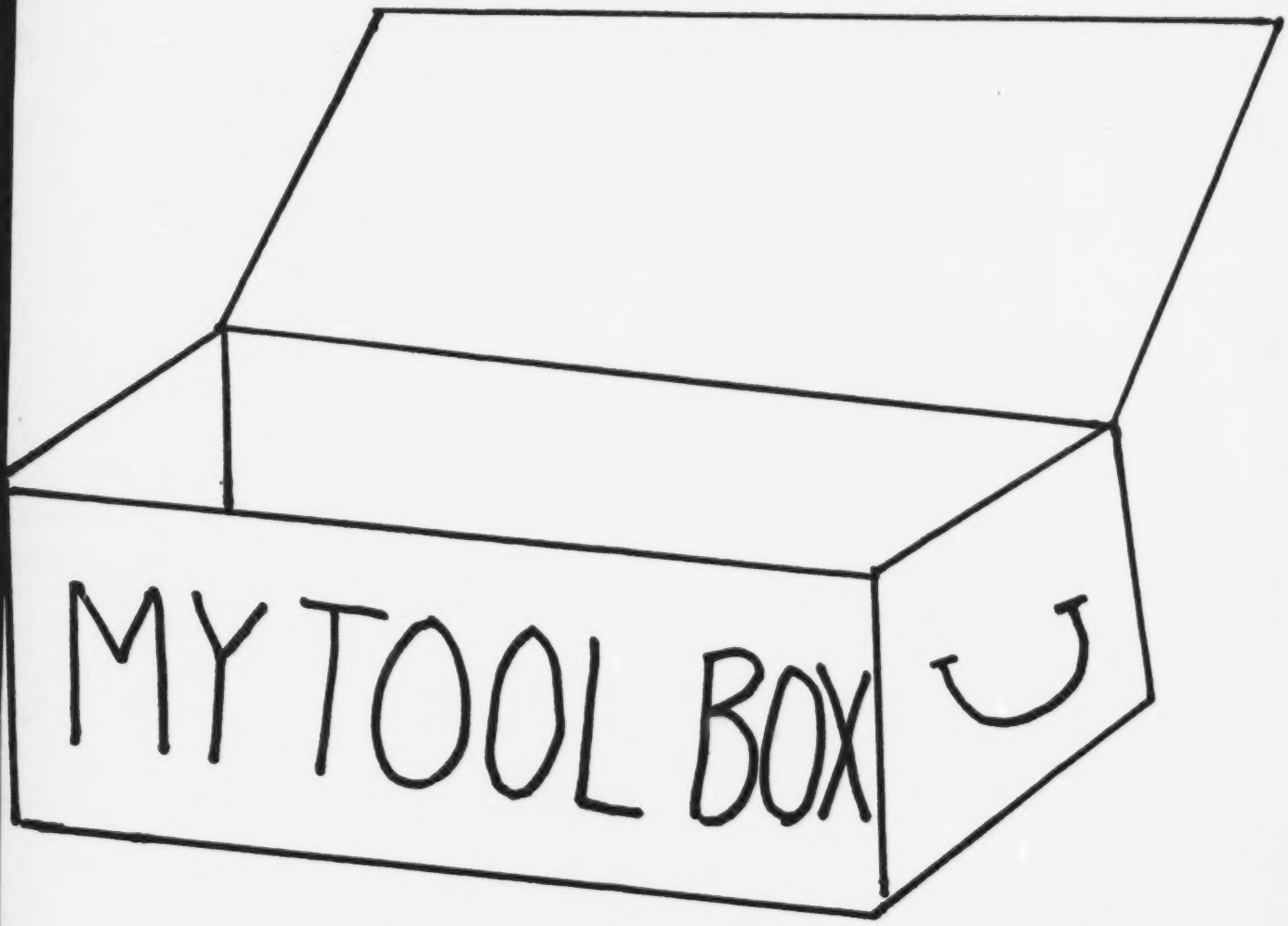
   Questions

   a. Who would use a large hose to put out a fire?
   b. Who would need a hoe?
   c. Who would need a stethoscope?
   d. Who would use pliers, a screwdriver and a hammer.

4. Give students a shut of tools to color.
5. Display the colored tools on the bulletin board using the toolbox as a focus.

PK-5.1.a





PK-5.1.b

DESCRIPTION OF CAREER DEVELOPMENT COMMERCIAL MATERIALS K-5

PORTLAND PUBLIC SCHOOLS
CAREER/VOCATIONAL EDUCATION DEPARTMENT

ALL PRICES ARE SUBJECT TO CHANGE. WRITE FOR NEW CATALOGS.

Argus Communications: One DLM Park, PO Box 6000 Allen Tx. 75002 Ph 1-800-527 4747

Many motivational posters available. Send for Catalog.
Poster: Whose Job is it? #61022

Career Aids Inc: 20417 Nordhoff St. Dept.C, Chatsworth Ca 9131

Software: Career Counselor #1L066(Apple) $59.95. Students learn how to choose a satisfying career by analyzing their likes and dislikes. Easy to use menus an displays. 501 careers listed. Grades 3-5.

Positive Attitudes Toward Work #XY608(Apple) #XY648(IBM PC) $64.95. Students examine how attitudes affect the way people work. Grades 4-5.

Motivation: Go For It #XY610(Apple) #XY650 (IBM PC) $64.95 Through examples students decide the kinds of motivation they feel is important. Disc & two Booklets. Grades 4-5.

Personal Habits For Job Success #MY192(Apple) $54.95. Students are challenged to make positive decisions through instruction designed to encourage good personal habits. 1 Disc with Back-up & Instructional guide. Grades 3-5.

Math Skills at Work #ME7158AD(Apple) #ME7158TD (TRS) $39.95. Everyday math problems are presented in six common occupations. 1 Disc, guide & printed materials. Grades 4-5.

Following Written Directions #MY203 $54.95. Students learn the importance of following directions by reading, analyzing and organizing information. Disc with Back-up & guide. Grades 4-5.

Following Directions #ME7304AD(Apple) #ME7304TD (TRS) $39.95. Students learn that their overall school success is based largely on how well they follow directions. 1 Disc, student workbook & guide. Grades 4-5.

Charts: School Subject Charts #CGSSC $9.95. Five color charts that show students that their favorite school subjects can lead them to a rewarding job. Grades 3-5.

Posters: Exploring Careers # WC951053 $8.95. Fifteen full color posters help students explore specific career areas. Comes with teacher's guide. Grades 3-5.

Kits: Career Awareness Plus This program gives students a chance to explore a number of job opportunities at four locations common to most communities. Each comes with 164 pg. jobs book, a 48pg. wordsbook, a 16pg. wordcards book & a teacher's guide. Hospital Jobs #JN352. Store Jobs #JN353. Restaurant Jobs #JN354. Hotel/Motel Jobs #JN355. $11.85 each. Grades 4-5.

Life Skills Listening #EDAB304 $149.00. This kit includes 10 cassettes, 30 student record books, answer key & teacher's guide. High interest/low vocabulary. Students learn that most information in life and on the job is acquired from listening. Grades 3-5.

Spirit Masters: Self-Awareness #CP621 $8.95. 25 masters including games, puzzles, vocabulary and exercises. Topics include exploration of personal characteristics & interests, and goal setting. Grade level unknown.

Career Education Project Cashmere School District
210 S. Division Cashmere Wa.98815

Monographs: Career Education $1.00. School Community Goal Setting $1.00.

Teacher Books: CE Activity Guide Language Arts & CE Social Studies & CE Grades K-5 Math & CE Science & CE Grades K-8 Music & CE Art & CE Health & CE Physical Ed & CE Grades K-12. Original American Early Morning Primer-A How to do it Guide. $6.00 each.

Curriculum Publications Clearinghouse
Western Illinois University Macomb Ill 61455

Kits: The Uncomplicated Elementary Career Education System for the "Real" Classroom Complete set #141 $27.00. Prepared by classroom teachers for the infusion of career education into the existing curriculum. The materials contain "hands-on" teaching ideas. Career Card File K-3 #141a $7.00. Career Capers Grades 4-6 #141b $5.50. K-6 Factivities for Building Administrators #141e $6.75.

Methods and Materials for Teaching Occupational Survival Skills #125 $19.95. This kit contains twelve modules divided into 5 or more sections covering all aspects of working: communication, motivation, program solving and responsibilities. Grades 4-5.

Guide & Handbook: Career Development for students with Special Needs #135 $10.50. Identifies competencies and assist with skills important in career education. Grades K-12.

Career Development for Students Set of 3 handbooks for Grades K-8 #121 $13.25. Three volume set of handbooks provides directions for teachers integrating career information into subject areas. Student activity pages are designed to be duplicated for class use. Grades K-3 #121a. Grades 4-6 #121b. $4.50 each.

Guides to Occupational Orientation #114 Set of 6 $24.00. A series of learning activity packages, teacher references and career resources to assist students with the wide range of occupational choices available within a specified field. Designed for basic awareness. Grade level ? Applied Biological & Agricultural Occ. #114a. Business, Marketing, Management Occ. #114b. Industrial Occ. #114d. Personal & Public Service Occ. #114e $4.50 each. Health Occ. #114c $6.00. Teacher's guide #114f $2.75.

A Guide to Free Career Guidance Materials #186 $4.00. Designed to help schools obtain large numbers of free career related materials from national associations, corporations and government agencies. Contains lists, mailing labels and sample letters. Grades K-5.

Bibliography of Bilingual Materials for Career/ Vocational Education #160 $1.75. Grade level ? Career Exploration Booklets #148 $22.25. This materials dealing with areas of career exploration for special needs students. Includes 16 information booklets, 16 evaluation booklets, and manual. Grade level ?

DLM Teaching Resources PO Box 4000 One DLM Park Allen Tx 75002

Kit: Career Card File #421J $39.50. Resource file develops skills needed for nine careers. Kit includes 200 cards, divider cards, spinners, 100 award certificates, instructions & box. Grades 3-5.

Wookbook: Changes, Choices & Challenges #D4811J $3.00. Teacher's Guide #D4812J $2.00. This reading program gives practice in vocabulary, reading, comprehension and writing while exploring future options. Grades 4-5 (readability 3.0-3.9).

Puzzle: Clock Puzzles #354J $10.25. 25 two-sided cards are color-codes and self-correcting. One side shows time by half hour; other by minutes. Instructions included. Grades PreK-3.

Stamp: Clock Stamp #264J $8.50. 3" rubber stamp depicts a clock face with numerals and minute marks. Students draw in the hands to show desired time. Grades PreK-3.

Cards: Consequences #16002J $12.00. 71 cleverly illustrated 12"x6" cards presenting thought-provoking problems for class discussion or writing. Box and Manual included. Grades K-5.

Consumer Sequential Cards #469J $7.75. Thirty colorful 5 1/2"x6" cards that encourage language development and social awareness and teach consumer skills. Grade Sp. Ed.

Wookbook: Daily Experiences and Activities for Living Working Workbook #D4141J $3.25. Teacher's #D4142J $2.00. These self-contained workbooks give information on finding work, applying, interviews and attitudes on the job. Other workbooks available on Consumerism and Transportation. Grades 4-5 (readability 3.0-3.9)

Faces, Feats and Figures #D4821J $3.00. Teacher Guide #D4821J $2.00. This reading program gives practice in vocabulary, reading, comprehension & writing through examination of people who left their mark in history. Grades 4-5 (readability 3.0-3.9).

Cards/Tape: Familiar Sounds - Careers #480J $13.00. Students listen to 50 sounds associated with 10 career areas. Picture cards, tape & instructions included. Grades K-3.

Cards: Flip & Learn Money #D1900 $6.50. Ten self-correcting cards to identify and count money. Instructions included. Grades K-3.

Flip & Learn Time #D1800J $6.50. Students gain immediate feedback as they read the time, write it down and then flip the card to find the correct answer. 10 cards and guide. Grades K-3.

Independent Living Sequential Cards #470J $7.75. Thirty colorful 5 1/2"x6" cards depict women and men doing common household work. Grade Sp. Ed.

Kit: It's About Time: Clocks and Calendars #D1200J $55.00. These programs are designed for primary grades. The activity cards are easy to follow and separated into sections. Kit includes 84 cards, masters, dividers, manual & storage box. Grades 1-3.

Laminated Teaching Clock #449J $18.95. Set contains two-sided clock faces, grease pencil, marking pen, cloths and instructions. Grades Primary.

Money Big Box #715J Total program $168.00. A ready to go math center in one box. This program contains: dominoes,coin stamps, coins and bills, puzzles, money wheel, drill cards, buy & sell game, amusement park game, money game, shopping list games part 1 & 2. Each item also sold separately. Money Dominoes(28) #352J. Coin-value Dominoes(30) #628J. What's Your Change Drill Cards #545J. $6.50 each. Amusement Park Game #412J $18.50. U>S> Head Coin Stamps #258J. U.S. Tails Coin Stamps #349J $14.75 each. Money Game #272J $11.75. Shopping List Game I #321J. Shopping Game II #365J $12.00 each. Coin Puzzles #340J $10.50.

Moving Up In Money I #428J $46.50. Program provides individualised practice in identifying and counting coins & dollars. Includes cards, dividers, masters, instructions & box. Grades 3-5 and Sp. Ed.

Moving Up In Money II #7306 $46.50. More practice up to $20. Grades 3-5 and Sp. Ed.

Moving Up in Story Problems,Time & Money #709J $46.50 This practical program concentrates on story problems depicting real live situations involving time and money. Four basic computational skills using 1,2 and 3 digit whole numbers and basic time telling concepts. 160 cards, divider cards, covers certificates, guide & box. Grades 3-5.

Moving Up In Time #344J $46.50. Extended practice in general time and special events. Program includes 180 cards, masters, dividers, award certificates, manual & box. Grades 2-5.

Clock: Plastic Clock #263J $3.00. Durable plastic clock 2 3/4" with movable hands. Grades PreK-2 & Sp. Ed.

Kit: Reading to Learn: Focus on Being a Consumer Complete Set #704J $76.00. Set of 14 Consumer Books #911J $15.50. This program teaches survival skills through high interest materials. Program includes student booklets, masters, tapes, charts, posters, brochures, guides & box. Grade level ?

Reading to Learn: Focus on Leisure Time Complete Kit #639J $76.00. Set of 16 Leisure Time Booklets #910J $18.75. Grade level ?

Survival Words Program #F9800J $110.00. This program teaches automatic identification of 90 words & phrases considered most essential for survival. Kit includes 5 pre/post test strips, 3 copies of 9 books, 90 worksheets, 45 mastery test strips, word strip holders, comprehension exercises, guide & box. Grades 4-5.

Time Tales and Tasks #D4700J $30.00. Multisensory program to develop awareness of time in daily life. It includes cassettes, masters, flashcards, guides vinyl binder. Grades K-5.

Judy/Instructo Minneapolis Mn 55406

Book: 12 Learning Units in Careers (write for current price). This book gives complete instructions including bulletin board ideas, reproducable worksheets and much more. Recommended for M S but can be adapted to grades 3-5.

Kaplan School Supply Corp 600 Jonestown Road PO Box 15027
Winston-Salem N.C. 27103
Ph 1-800-334-2014

Calendar: Calendar Facts #1P2259 $11.95. Parctice with days, weeks, months and years. Grades K-3.

Clock: Clock Dial #1P9330 $4.95. 11 1/2" diameter dial with special clock face on back. Grades K-3.

Stamp: Clock Face #1P11055 $3.50. This rubber stamp produces clear impression 2 5/8" in diameter. Grades K-3.

Kit: Career Awareness Kit #1P4375 $41.30. Kit consists of 30 figures for comprehensive study unit. Government Careers #1P0998. Services Careers #1P9537. Transportation Careers #1P0836. $9.75 each. Each set contains 6 pieces. Grades K-5.

FS/Cas: Boys and Girls Can Do Anything #1P3181 Complete set of 4 $110.00. Includes guides. Can be purchased separately. Boys and Girls Can Do Anything #1P3193. The Choice Is Yours #1P5759. The World Is Wide Open #1P3186. Think About The Future #1P3181. $33.00 each. Grades K-3.

Puppets: Community Helpers #1P8886 $22.99. Full-sized puppet playmates. Brightly colored and durable. Comes with a nurse, police officer, fire fighter, and doctor. Grades K-3.

Costumes: Deluxe Nurse #1P3000. Black Star Knight Spaceman #1P5045. Police Officer #1P5044. Special Forces #1P5050. $24.00 each. Fire Fighter #1P3062 $18.00 each.

Puppets: Community Puppets Soft hand-made puppets that represent a variety of professional people found in any community. Approximately 10 1/2" tall.

	WHITE	BLACK
Nurse	1P9445	1P9446
Doctor	1P0825	1P0817
Police Officer	1P0833	1P0831
Fire Fighter	1P0073	1P0403
Postal Worker	1P0067	1P0072
Professor	1P0065	1P0832
Teacher	1P0826	1P0676
Farmer	1P0777	1P0675

$6.00 each. Grades K-5.

Puzzle: Floor Puzzles Large puzzle pieces which invite interesting class discussions. Puzzles are 61cm x 91cm. Printed on plastic-coated board for easy cleaning. Making Clothing #1P2090. The Fire Fighters #1P2090. Safety #1P2058. The City #1P1816. The Park #1P1885. Transportation #1P1760. The Farm #1P1175. $12.95 each. Grades K-5.

Photographs: Foto Word Series #1P2334 $49.95. 72 objects/occupations color photographs. Grades K-3 & Sp. Ed.

Puzzle: Handtools #1P11499 $15.00. Tool name is printed under each item. Grades K-3.

Calendar: Judy Calendar #1P4670 $28.50. Quality wood calendar that has changeable dates. Grades K-3.

Kit: Kaplan's Tool Set #1P3409 $89.95. Handy metal tool box equipped with all the essential tools. Appox. 15 tools. Grade level ?

Puzzle: Knobbed Peek-A-Puzzles - Vehicles #1P11376. Who Does What? #1P11374. $7.95 each. Children discover a surprise under each piece to help them match ideas and shapes. Grades K-2.

Kit: Living in America - Shopping #1P2388 $36.95. Everyday situations using money and shopping in a supermarket, department store, bakery or other retail establishments. Grades K-5.

Milliken Time Savers Career Education When I Grow Up I Want To Be #1P5986 $4.95.

Money Kits Realistic metal coins and paper bills stimulate students to learn the concept of money as medium of exchange. Complete School Kit has 890 coins and 500 bills #1P9328 $33.00. School Kit has 300 coins and 50 bills #1P8505 $6.50. Junior School Kit has 150 coins and 50 bills #1P8474 $4.60. Student Kit has 40 coins and 10 bills #1P9329 $1.50. Grades K-3.

Stamps: Money Stamps Can make life-size imprints of coins. Comes in set of five which includes one, five, ten, twenty-five and fifty cent pieces. Heads #1P9282. Tails #1P9283. $5.95 each. Grades K-4.

Puzzle: Occupation Hats #1P11491 $13.00. Occupation name is under each hat to identify and match. Grades K-3.

Occupational Jerry #1P2352(white) #1P2353(black) $20.00. 10 1/2" wooden occupation puzzle. Velcro body and clothes parts allow Jerry to become 5 different occupations. Grades K-3.

Occupational Puzzles Wood frame puzzles 9" x 12". Eleven to twenty-two pieces in each. Firefighter M-B #1P9229. Grocer Cashier #1P9230. Salesperson #1P7519. Telephone Lineperson #1P7343. Mail Carrier M-W #17726. Farmer #1P7924. Nurse F-W #1P7724. Dentist M-W #1P7725. Construction Worker #1P7925. Teacher F-B #1P9306. Doctor M-B #1P9310. Dentist M-B #1P7919. Barber #1P7514. Police Officer M-B #1P7467. Mail Carrier M-B #1P6687. Carpenter #1P9228. Firefighter M-W #1P7923. Astronaut #1P7727. Nurse F-B #1P7922. School Crossing Guard #1P9249. Nurse M-W #1P7876. Police Officer M-W #1P7933. Judge #1P7723. Secretary #1P7861. Car Mechanic #1P8181. Teacher M-W #1P7877. Police Officer F-W #1P7754. Doctor F-W #1P7722. Teacher F-W #1P7718. TV Reporter F-B #1P8183. Librarian #1P7719. Pilot #1P7875. $4.80. Grades K-4.

Clock: Original Judy Clock #1P9121 $12.95. Moveable hands, visible functioning gears and elapsed-time bezel. Grades K-3.

Original Mini-clocks #1P8958 $9.95. Set of 12 with teacher's guide. Grades K-3.

Kit: Plastic Pipe Set #1P4720 $54.00. 29 piece set with two bases. Actual industrial fittings make this set a realistic manipulative one for the child. Grades K-5.

Tool: Playstore Cash Register #1P20 $10.85. Spacious, divided cash drawer, bell rings when drawer opens. Appox. 7"x7"x7". Grades K-3.

Kit: Plumber's Friend #1P3439 $89.00. A unique building set consisting of chrome-plated rust-resistant finish. 57 piece set of steel. Pipes are virtually indestructible which includes a metal case w/handle. Grades 3-5.

Calendar: Stick'n Stay Calendar #1P0217 $15.00. This calendar is unique way for teaching days of the week, date, month, year, weather,seasons, and position of the moon. Pieces stick with velcro. Grades K-3.

Pictures: Teaching Pictures #1P3291 $29.95. 36 full color 12"x18" pictures of everyday scences, holidays, seasons and community workers. The back of each picture contains games and activity suggestions for vocabulary and concept development. Grades PreK-2.

Learning About Careers #1P6971 $8.95. Grades K-3.

Cards: Telling Time #1P1895 $29.95. 72 11" cards teach time concepts. Grades K-3.

Activity: Transportation #1P11343 $2.95. Twenty reproducible pages to reinforce primary units of study while providing hands-on fun. Grades K-2.

Kit: Wood Tool Chest and Tool Set #1P3405 $37.00. Large two wing tool storage chest with a variety of tools. Grades 2-5.

Lakeshore 2695 E. Dominques St. PO Box 6261 Carson Ca 90749

Book: About Me #BK7615 $6.50. This book tells of the many things a young girl can do. Grade level ?

Game: The Allowance Game #LC1279 $9.95. This set comes with game board, money, playing pieces and instructions. For 2-4 players. Teaches how to handle their own money. Grades 3-5.

Book: Be What You Want To Be #WK95 $5.95. This book gives directions and illustrations for creating props from common materials to role-play 30 different occupations. Grades K-5.

Kit: Career Association Hardwood Lotto Set #LC1330 $24.50. To develop career awareness as well as language and perception skills. Grades K-3.

Cards: Career Classification Cards #LC913 $4.95. 15 pairs of bright, laminated cards to improve classification skills while increasing career awareness. Grades K-3.

Kit: Career Costume Set #LC800X $99.00. This set includes 4 realistic, rugged uniforms and hats: police officer, fire fighter, nurse, doctor. May be purchased separately. Grades K-3.

Career Hat Box #LC820 $34.50. Set of 7 hats: fire fighter, construction hard hat, ship's captain, rescue worker, police officer, sailor & engineer. Crushproof box. Great for primary centers. Grades PreK-3.

Careers Flannel Board Set #IN157 $9.95. Set of pre-cut flannel pieces stimulating the child's oral expression and introducing beginning reading and language. Grades K-2.

Pictures: Classification Concept Photos 2 - All these are used to build things #LC912 $4.95. Set of 30 laminated photo cards with familiar objects according to similar characteristics. Grades K-3.

Box: Classroom Tool Box #WB2 $29.50. Portable 7"x22"x6" deep carrier to keep tools safely stored. Grades 3-5.

Kit: Classroom Tool Set #LX892 $149.00. 24 piece set of real durable childsized tools. Enough for entire class. Grades 3-5.

Tool Starter Set #LX881 $59.00. Basic 10 piece set of real durable child-sized tools for young carpenters. Grades 3-5.

School Age Supplemental Tool Set #LX873 $48.00. For more advanced woodworking projects compliments the basic tool set. Grades 3-5.

Stamp: Coin Rubber Stamp Set: Heads #LC631. Coin Stamp Set: Tails #LC632. $5.95 each. Teaches identification and money problem-solving. Set of 5. Grade level ?

Activitiy: Content Area Reading Pack #IR1403 $29.70. Each pack contains 6 duplicating books with 20 high interest activities. This series "All about People & Places" has stories like "Who was George Washington Carver?" Grades 3-4.

Stamp: Dollar Bills Rubber Stamp Set #LC559 $9.95. Three piece wooden set 2 1/2"x4 1/2". Grades K-5.

Puzzle: Firefighters Giant Floor Puzzle #JD3. Farm Scene Floor Puzzle #JD9. $14.95 each. Grades K-3

Board: Flannel Board 36"x48" #IN9 $49.95. Grades K-2.

Book: Free To Be You and Me #BK2323 $9.95. An upbeat "Yes I Can!" book. Soft cover with sheet music, poetry, photos and more. Grades K-5.

Girls Can Be Anything #BK3313 $8.95. This book lets students discover there is no limit to the things girls can do. Grades 3-5.

Cards: Great Beginnings in School-age Activities #LC450 $19.95. Over 150 activities school-agers can make and do on their own. Includes crafts, cooking gardening, woodworking, outdoor games. Grades 2-5.

Puzzle: Fire Engine #LC471. Boat #LC496. Train #LC493. $4.75 each. Laminated hardwood measuriing 7"x9" each with 6 simple pieces. Grades K-1.

Book: I Can Do It! I Can Do It! #BK8707 $12.95. 135 individualized activities using common classroom materials. Grades K-3.

I Know What I Like #BK2261 $9.25. This book gets students to begin thinking of their own likes and dislikes. Grades K-2.

I'm Busy, Too #BK2268 $9.25. This book tells of a child's job at school in comparison to adult jobs. Grades K-3.

Kit: Indestructable Pounding Bench #LC1428 $14.95. Lets kids be carpenters. This unbreakable set comes with bench, pegs and hammer. GradesK-2.

Lakeshore Classroom Money Kit #LC555 $36.00. Set includes 240 plastic coins, 300 paper bills packed in a cashier's tray. Grades K-5.

Activity: Learning About Money #FK639 $4.95. 20 duplicating master for money recognition & basic computation skills. Grades 2-5.

Cards: Learning About Money Turn & Check #FK820 $4.95. 14 self-checking activity cards for practicing money skills. Grades 2-5.

Kit: Lego Vehicle Set #LG1067 $22.95. This 187 piece set lets students create real working vehicles from an ambulance to busses. Comes with no-read instructions 14 people figures. Grades 2-4.

Little Hauler Pull Toy #LC1421 $14.95. This set includes people that bob up and down, truck and blocks. Grades PreK-1.

Activity: Making Change #MMT1512 $4.95. Twenty fun duplicating masters to teach kids how to make change. Grades 3-5.

Bag: The Money Bag #LC1841 $14.95. Contains 300 paper bills in four denominations and four coin tubes filled with over 125 coins. All in a cloth bag. Grades K-5.

Game: Money Bingo #TE97 $6.95. This game teaches identification and counting. Game cards show coin combinations from 3 cents to 50 cents. Materials for 36 players. Grades 2-5.

Activity: The Money Book #JD2118 $4.95. Twenty-four duplicating masters to provide practice in counting, adding and subtracting up to $1.00. Grades 1-4.

Game: Money Chase Game #TH4544 $9.95. This easy to follow board game teaches identification and equivalent values. Grades 2-5.

Activity: Money Skills #FK680 $4.95. 20 duplicating masters to teach change and prices. Grades 2-5.

Money Make Sense Activity Book #FE4515 $3.45. 112 pages of practice activities teaching money value. Grades 1-4.

Money Match-Ups 1 #LC926. Money Match-Ups 2 #LC927. $4.95 each. Matches words, coin pictures and numerals. Set 1 covers 1 to 25 cents. Set 2 covers 26 cents to one dollar. Grades 2-5.

Puzzle: Multi-Ethnic Career Puzzle Set #JD6000X Set of 12 $59.00 or $4.95 each. This set includes different career puzzles that are free of sexual or racial stereotypes. Grades 2-5.

Poster: Multicutural Study Prints Library #IT400X 5 Sets $39.00. Large brightly-colored posters with easy to read biographies describe contempory and historical personalities from business, art, politics, sport and entertainment. Individual set titles:
20th Century Spanish Americans #IT472.
North American Indian Personalities #IT466.
Contempory Black Biographies 1 #IT462.
Contempory Black Biographies 2 #IT463.
Contempory Asian Americans #IT467. Grades 2-5.

Book: My Dentist #BK7030 $11.75. This book tells about the need for dentists, describing tools and duties. Grades K-3.

My Doctor #BK1236 $10.95. This book tells about the tools & responsibilities of a doctor from a child's point of view. Grades K-3.

Kit: The World of Sports #ED2535. The Mysteries of Science #ED2537. The World of Entertainers #ED2536. $29.95 each. High interest reading kits with action-oriented worksheets to motivate reading and build comprehension skills. Grades 3-5.

Costume: On The Job Outfit #LC1701 $16.95. Complete outfit consisting of hardhat, tool belt, tools and phone. Plastic and vinyl. Grades K-5.

Game: Payday Game #PA26 $14.95. This game teaches budgeting, loans, bank accounts and more. Grades 4-5.

Kit: People Builder Starter Set #LCM771 $14.95. This 150 piece set of flexible plastic comes with people, toys tools of work. Also available with 300 pieces by ordering: People Builder Class Set #LCM770 $24.95. Grades K-3.

Activity: People Stories #UN90 & UN92 $11.95 each. Famous people stories with high interest and low vocabulary are followed by well chosen comprehension questions. 40 duplicating masters in each set. Grades 3-5.

Puppet: Puppet Playmates - Careers #IN1103 $22.95. Full size body puppets that students stick their hands and face through. Set of 4. Grades K-5.

Activity: Reading Stars Reproducible Activity Series #UN94 $17.75. Short articles about famous people tell kids the things they want to know about their heroes. Set of 6 books with 30 pages each. Grades 2-5.

Game: Ring and Play Cash Register #FP926 $18.50. Storekeepers match coins to the correct slot on the register, ring up the sale and make change for their costumers. Durable plastic register with giant buttons. Grades K-3.

Shape-Sorting Mailbox #AU96 $10.95. Small replica comes with 6 "mail" pieces. Improves manipulative skills and geometric shapes. Grades PreK-2.

Kit: Struts #LC4193 $28.50. This building set lets students construct buildings with movable parts. Made of flexible plastic. 100 pieces. Grades K-5.

Book: The Toolbox #BK1239 $10.95. This book shows and explains how tools are used and what they're for. Grades K-3.

Puzzle: Transportation Fleet Puzzle Set #LCR3035 $44.50. Set of 10 5"x7" hardwood 8 to 10 piece puzzles. Grades PreK-2.

Transportation Puzzle #JK219 $9.95. 9"x12" wood puzzle with large knobs. Grades PreK-1.

Activity: Using Dollars & Sense Activity Book #FE185 $3.45. Exercises, puzzles and games to teach students how to make change & other money math skills. Grades 4-5.

Vocabulary for Survival Duplicating Library-ESL #EY100 $49.95. 110 developmentally sequenced lessons that teach many critical skills through a variety of activities. Grades K-5.

Kit: Wedgie Career Figures #612 $17.95. Multicultural and non-traditional hardwood stand-up figures representing 12 careers. Grades K-5.

Book: When We Grow Up #BK3330 $9.95. This book tells of a whole class ideas for when they grow up. Grades K-5.

Cards: What's My Change? #LC928 $4.95. 30 self correcting cards. Students study pictures, prices, and change. Grades 2-5.

Puppet: White Career Puppets #LC2603. Black Career Puppets #LC2604. $16.00 each. 8" washable knit hand puppets. Set of 6. Grade level ?

Opportunities For Learning 8950 Lurline Ave. Dept. PS Chatsworth Ca 91311

Activity: Math On The Job #OL234(gr.4) #OL235(gr.5) #OL236(gr.6) $7.95 each. Each book contains 24 spirit masters covering the four basic skills plus fractions, area, perimeter, decimals, graphs, money and temperature. For individual, classroom and learning center use. Grades 4-6.

ne: The D. J. Game #OL300 $11.50. Builds word recognition, comprehension and pronunciation skills while simulating the work of a disc jockey. Students read commericals, bulletins, weather forecast and announce record titles. Teachers guide included. Grades 3-5.

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ekly Reader Secondary Unit Books 1250 Fairwood Ave. PO Box 16618 Columbus Ohio 43216

ICES LISTED FOR THIS COMPANY NEED TO BE CONFIRMED. WRITE R CATALOG.

tivity: Get It Down In Writing Student Workbook #651 $2.30. Spirit Master Set #765 $3.95. Using a low reading level (2.5-3.5) this book gives practice in grammar, vocabulary and basic writing skills used in forms, applications and letter writing. Amusing illustrations. Grades 4-5.

Read It Right Student Workbook #650 $2.30. Spirit Master Set #766 $3.95. Using loe reading level (2.5-3.5) this book gives practice in understanding dictionaries, phone books, ads, calendar, signs, maps and written directions. Amusing illustrations. Grades 4-5.

Figure It Out Student Workbook #652 $2.30 Spirit Master Set #767 $3.95. Using low reading levels (2.5-3.5) this book gives high interest stories introducing basic number skills. e.g. time, calendars, change, measurement, recipes and temperature. Grades 4-5.

ok: The Money Book #528 $2.30. This book teaches personal finance using a 4.0-5.0 reading level. All aspects of consumerism are explored. Good illustrations. Grades 4-5.

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nston Press 430 Oak Grove Minneapolis Minn 55403

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ok: Self Esteem: A Classroom Affair 101 Ways To Help Children Like Themselves $?. This book gives ideas for writing, learning centers, discussions, reproducible worksheet and role playing suggestions. Grades 1-4. Can be adapted for any grade level.

Self Esteem: A Classroom Affair Volume 2 $?. More ways to help children like themselves. Grades 1-4. Can be adapted for any grade level.

RECOMMENDED AUDIO VISUAL LISTS K-5

TITLE	GRADE LEVEL	YEAR	MEDIA	TIME
Adventures in the World of Work	4-8	1974	FS/C	
Adventures of the Lollipop Dragon	K-3	1970	FS/C	
At the Airport	1-4	1977	Film	10 min.
Bread and Butterflies: Choosing Changes	5-8	1973	Film	15 min.
Bread and Butterflies: Our Own Two Hands	5-8	1973	Film	15 min.
Bread and Butterflies: Power Play	5-8	1973	Film	15 min.
Bread and Butterflies: School and Jobs	5-8	1973	Film	15 min.
Bread and Butterflies: Success Story	5-8	1973	Film	15 min.
Bread and Butterflies: The Way We Live	5-8	1973	Film	15 min.
Bread and Butterflies: Work Means	5-8	1973	Film	15 min.
Bread and Butterflies: Things, Ideas, People	5-8	1973	Film	15 min.
Bread and Butterflies: Treasure Hunt	5-8	1973	Film	15 min.
Career Awareness: The Alternative	4-6	1972	Film	11 min.
Career Development for Primary Grades	K-2	1974	FS/C	
Career Discoveries: People Who Help Others	4-8	1972	FS/R	
Community Helpers: Firefighters	3-5	1980	Film	11 min.
Community Helpers: Medical and Health	3-5	1980	Film	13 min.

NUMBER	TITLE	GRADE LEVEL	YEAR	MEDIA	TIME
B04811	Community Helpers: Police Officers	3-5	1980	Film	11 min.
A02100	Community Helpers: Postal Workers	3-5	1980	Film	11 min.
B04808	Community Helpers: School Workers	3-5	1980	Film	12 min.
A02103	Community Helpers: Street and Sanitation	3-5	1980	Film	11 min.
A02102	Community Helpers: Utility Workers	3-5	1980	Film	11 min.
X00278	Community Workers and Helpers: Group II	K-2	1971	FS/R	
K02239	Explore: Career Awareness (Unit 1)	4-6	1976	Kit	
B04252	Fat Albert and the Cosby Kids: Dad's Job is Cool	4-6	1978	Film	15 min.
A00597	Highway Builders	K-5	1970	Film	11 min.
A00713	Jobs in the City: Construction	K-4	1971	Kit	
A00714	Jobs in the City: Distribution	3-5	1971	Kit	
A00715	Jobs in the City: Manufacturing	3-5	1971	Kit	
K01937	Just Right Job Stories (12 cassettes, guide, response books)	K-3	1973	Kit	
A02301	Learning to Look: Just Like in School	K-2	1973	Film	8 min.
K02013	Now You Know About People People at Work	1-4	1974	Kit	
A01118	People Who Work in Factories, 1972	1-4		Film	11 min.
A01119	People Who Work in Offices, 1972	1-4		Film	11 min.

NUMBER	TITLE	GRADE LEVEL	YEAR	MEDIA	TIME
A01120	People Who Work in Stores, 1972	1-4		Film	11 min.
	Portland Our Town	3-5	1985	CT	15 min.
T00582	# 1: Our Community				
T00583	# 2: Finding Our Way with Maps				
T00584	# 3: Going Places				
T00585	# 4: City Hall				
T00586	# 5: City Services				
T00587	# 6: City Planning				
T00588	# 7: Portland Water				
T00589	# 8: Clean City				
T00590	# 9: Our Changing City				
T00591	#10: Downtown Portland				
T00592	#11: City Occupations				
T00593	#12: River Traffic/Bridges				
T00594	#13: Fun in Our City				
T00595	#14: Our City Celebrates Festivals				
T00596	#15: Cultural Attractions				
X01387	Targo Explores the World of Work	K-3	1975	FS/C	
X00568	The Homes We Live In	2-5	1972	FS/R	
B05952	The Supermarket	K-5	1983	Film	14 min.
B03604	The Tool Movie	2-5	1976	Film	12 min.
A01554	The Weatherman	2-8	1970	Film	10 min.
A01595	What Shall I Be?	K-4	1972	Film	8 min.
A01615	When You Grow Up: Business	1-6	1973	Film	10 min.
A01616	When You Grow Up: Communication	1-6	1973	Film	10 min.
A01617	When You Grow Up: Construction	1-6	1973	Film	10 min.
A01619	When You Grow Up: Consumer Homemaking	1-6		Film	10 min.
A01621	When You Grow Up: Manufacturing	1-6	1975	Film	10 min.
A01622	When You Grow Up: Marine Science	1-6	1975	Film	10 min.

NUMBER	TITLE	GRADE LEVEL	YEAR	MEDIA	TIME
A01624	When You Grow Up: Natural Resources	1-6	1973	Film	10 min.
A01625	When You Grow Up: Personal Services	1-6	1973	Film	10 min.
A01626	When You Grow Up: Public Services	1-6	1975	Film	10 min.
A01627	When You Grow Up: Recreation	1-6	1975	Film	10 min.
A01628	When You Grow Up: Transportation	1-6	1975	Film	10 min.
A01618	When You Grow Up: Environmental	1-6	1975	Film	10 min.
B-04194	Workers of Our Community	1-3	1978	Film	11 min.
A01686	Workers Depend on Each Other	1-3	1973	Film	10 min.
B03851	Yesterday and Today: The Cider Maker		1975	Film	18 min.

GUIDELINES FOR REQUESTING CAREER EDUCATION

FIELD TRIP FUNDS

BECAUSE IT TAKES TIME TO PROCESS REQUESTS,

FIELD TRIPS NEED TO BE REQUESTED BY NOVEMBER 15th

STEP 1 Teacher requesting field trip must fill out the REQUEST FOR CAREER EDUCATION FIELD TRIP FUNDS form. Be sure you complete this form on both sides. DO NOT ORDER BUS at this time; just get an estimate of the cost.

STEP 2 Teacher requesting field trip must fill out the P.P.S. Transportation Request Confirmation and Invoice Form TD 5. Complete Section A except for the Bill to Acct. No.

STEP 3 Attach both forms together and send to Cathy Williams at Madison for review and further processing to the Career/Vocational Education office.

STEP 4 Approval or rejection by the Career/Vocational Education office will be sent to Building Career Ed. Coordinator. Approved transportation request will be forwarded to the Student Transportation Department.

STEP 5 Student Transportation Department will send confirmation to the teacher requesting the field trip.

(Sample)

CAREER VOCATIONAL TECHNICAL EDUCATION

REQUEST FOR CAREER ED. FIELD TRIP FUNDS

School Summerville Teacher(s) Mrs. Johnson

Phone 280-1234 3rd Grade

No. of Students Going 30 Date of Trip Feb. 14, 1986

Related to Subject(s) Social Studies, Time Span 9:30 a.m. to 12:30 p.m.

math, language arts, Transportation Cost $55.00

Consumer ed. Career Awareness Carrier PPS Transportation

Destination Franz Bakery

CORRELATION OF TRIP TO CAREER EDUCATION (Check all that apply)

1. Students will identify and develop attitudes about the world of work.
   - X Identify how work requires individual effort.
   - X Recognize that work requires group participation.
   - X Recognize work as a need of society.
2. Students will acquire knowledge about the world of work.
   - X Identify various tasks of workers.
   - X Identify the difference between production, distribution, and consumption.
   - X Understand the interrelationships of the producer life role to family, citizen, consumer, individual, and learner.
3. Students will identify their individuality and continue to develop a relationship with occupational roles.
   - X Recognize acceptable behaviors of workers.
   - X Identify the physical environment of workers.
   - X Identify strengths and weaknesses as they apply to occupations.

4. Students will develop skills in decision making, communicating, and creating as related to world of work.

_X_ Recognize basic methods of communication that workers must use.

_X_ Identify creativity in many occupations.

_X_ Identify decision-making in the work place.

5. Students will develop physical and mental skills to occupational roles.

_X_ Recognize that work requires certain physical movement or skills.

_X_ Identify how tools are an extension of the body.

_X_ Recognize how classroom-obtained skills are directly related to job performance.

FOLLOW-UP ACTIVITIES (Explain, please) Class discussion, work sheet regarding above guidelines, art project

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FOR OFFICE USE

Field trip has been approved for _____ at _____
Date Time

_____
Destination

Field trip has not been approved because _____

_____

REMINDER:

THE SCHOOL IS RESPONSIBLE FOR SUBSTITUTES AND FOR ORDERING TRANSPORTATION.

CAREER AND VOCATIONAL ED. WILL NOT FUND TRIPS AFTER APRIL 15.

_____ _____
Date P.P.S. C. E. Specialist

I have reviewed this trip. _____
Catherine Williams

_____
Date

Sample

PORTLAND PUBLIC SCHOOLS
Student Transportation Services
2054 N. Vancouver Ave.
Portland, Oregon 97227 249-6901

TRANSPORTATION REQUEST, CONFIRMATION AND INVOICE

A. REQUESTOR

School Summerville
Program Career Awareness / Social Studies
Type Transportation: Field Trip ☒
Athletics ☐
Student Funded ☐

Date September, 1986
Requestor Mrs. Johnson
Date needed February 14, 1986
Grade level 3rd
No. of passengers 30 students 1 teacher

Type trip Student Career Awareness
Destination Franz Bakery
Address N.E. 14th Ave and Everett St.
Special Instructions pick up students in front of building
Load time school 9:30 a.m.
Leave time school 9:40 a.m.
Bill to Acct. No. Elaine in C.E./Voc. Ed

Leave time return 12:10 pm
Arrive time school 12:30 pm
Authorized by principal's signature

B. CENTRAL DISPATCH

Date received
Date confirmed
Person notified

Estimated cost
Assigned to ____ by ____
No. Busses ____ Trip No. ____

C. DRIVER

Name

No. of passengers

	Mileage	Time	Layover Time
Final			
Starting			
Difference			

Take only ☐
Pick up only ☐
Take & pick up ☐
Take, Stay, Return ☐

D. INVOICE

Bus 1		Bus 2 (if more than one bus used)	
Rate		Rate	
Miles		Miles	
Hours		Hours	
Total cost		Total cost	

Program
Date billed
Authorized
Total billing

E. DISTRIBUTION

White: Central Dispatch Yellow/Pink: Contractor Goldenrod: Confirmation Green: Requestor

Requestor: Fill out portion "A", keep copy 5 (Green)
Central Dispatch: Fill in portion "B", send copy 4 (Goldenrod) to school as confirmation, send 2 (Yellow) and 3 (Pink) to contractor, keep 1 (White)
Contractor: Give 3 (Pink) to driver. Driver fill in portion "C", return to contractor, who fills in portion "D" and returns to Central Dispatch, keep 2 (Yellow)

TD-S 3-1-78
6F-7182

CAREER GUIDANCE ACTIVITY (Sample 1)

TITLE: Field Trip Planning

GRADE LEVEL: any

OBJECTIVES OF ACTIVITIES: To plan a field trip using student input to develop the procedures for taking the trip and including identifying three workers at the site.

TIME: Two 30-minute planning sessions plus a follow-up session.

MATERIALS: Various art materials.

PROCEDURES:

1. The teacher and students, through discussion, begin planning the steps needed to take a field trip.

   (a) where
   (b) how
   (c) when
   (d) why
   (e) meals
   (f) clothing
   (g) behavior (responsibility)
   (h) expenses
   (i) emergencies
   (j) first aid (safety)
   (k) personal items
   (l) letter to parents
   (m) transportation granted
   (n) permission granted

2. The teacher and students, through discussion, begin planning the activities to be performed during the field trip.

   (A) Questions to be asked of workers
   (B) Draw a picture when we get back
   (C) Identify three workers to visit

3. Follow-up and complete #2 above with display work. Name three workers seen on the field trip and draw a picture of one of them. Display pictures of workers in the room or hall or ?

CAREER GUIDANCE ACTIVITY (Sample II)

TITLE: People Traits Field Trip

GRADE LEVEL: Any

OBJECTIVES OF ACTIVITIES: To make an on-site observation and be able to participate in an activity that identifies job roles.

TIME: Six hours

MATERIALS: 3x5 cards, props for simulated job sites, tag board, paper, yarn

PROCEDURES:

Before

1. The teacher will arrange for an on-site observation of workers and customers (bank, restaurant, grocery store, department store, etc.).
2. The students will identify, through class discussion, the job roles of occupations to be observed. The teacher will record job roles on an experience chart (see sample).
3. The students will identify traits of people. The teacher will record these traits on experience charts (see sample).
4. The students will match possible traits to specific identified job roles.

During

5. The students will visit an observation site and observe job roles and traits identified in class. (The teacher may want to have individual students or small groups look only for specific job roles and traits.)

After

6. Following the observation, the student will share actual job roles and traits observed. The teacher will complete the experience chart (see sample).
7. The teacher and students will develop a simulated grocery store (or restaurant, etc.) in the classroom providing all job roles observed.
8. The teacher will prepare 3 x 5 cards, each card showing one trait from the experience chart (see sample).
9. The teacher will prepare larger cards identifying job roles, to be worn by students (see sample).

10. Each student chooses a job role to demonstrate. Each student takes a trait card and role plays the job and trait, perhaps with one or two other students acting as a customer.

11. Remainder of the class identifies and discusses the trait being role played.

12. This activity can be continued using different job sites.

Sample of Experience Charts

Comment: The experience charts should be large enough to provide a comparison of before and after the field trip observations.

Job Roles

Possible Observation	Actual Observation
Grocery Store	Grocery Store
Checker	Fill in this column after returning from field trip.
Manager	
Stock Clerk	
Bookkeeper	
Produce Manager	
Butcher	

People Traits

Possible Observation	Actual Observation
Grocery Store	Grocery Store
Kind	
Talkative	
Loud	
Quiet	
Gentle	
Harsh	
Firm	

Traits Matched to Job Roles

Possible Observation	Actual Observation
Grocery Store	Grocery Store
Quiet - Bookkeeper	
Firm - Butcher	
Talkative - Checker	

CAREER
VOCATIONAL
TECHNICAL
EDUCATION

CAREER GUIDANCE ACTIVITY (Sample III)

TITLE: Field Trip Summary

GRADE LEVEL: Any

OBJECTIVES OF ACTIVITIES: To summarize a field trip by listing the jobs observed and reacting to those jobs.

TIME: 30 - 45 minutes

MATERIALS: Field Trip Summary Worksheet

PROCEDURES: After taking a field trip, give the students a Field Trip Summary Worksheet to fill out

Name _____

FIELD TRIP SUMMARY

Where did you go?

Name of firm: _____

Name of guide: _____

Date of trip: _____

What do they make (produce) or do (service)?

_____

List the jobs you observed:

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

Write your feelings about the kinds of jobs you observed:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____